

## Warren County Board of Supervisors

**Committee:**        **Support Services**

**Date:**                **April 26, 2013**

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**Committee Members Present:**

Supervisors Taylor  
Strainer  
Loeb  
McDevitt  
Frasier  
Mason  
Vanselow

**Others Present:**

Amy Clute, Self-Insurance Administrator  
Mary Beth Casey, Commissioner, Board of Elections  
William Montfort, Commissioner, Board of Elections  
Martin Auffredou, County Attorney  
Joan Sady, Clerk of the Board  
JoAnn McKinstry, Assistant to the County Administrator  
Frank Thomas, Budget Officer  
Supervisors Girard  
Sokol  
Wood  
Thom Randall, *Adirondack Journal*  
Nicole Livingston, Second Deputy Clerk

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Mr. Taylor called the meeting of the Support Services Committee to order at 10:30 a.m.

Motion was made by Mr. Loeb, seconded by Mr. Strainer and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Mary Beth Casey, Commissioner of the Board of Elections (BOE), who distributed copies of the Agenda to the Committee members, a copy of which is on file with the minutes.

Commencing the Agenda review, Ms. Casey reminded the Committee members that all of the towns had chosen to keep their lever voting machines to use for their fire districts and schools. She mentioned the only municipalities that had machines above and beyond what the schools and/or fire companies would use were the City of Glens Falls and the Town of Queensbury. She added the City of Glens Falls only wanted to use seven of the leftover lever machines.

Martin Auffredou, County Attorney, referred to a resolution from the City of Glens Falls that indicated there were twelve voting machines that would remain with Warren County for disposition and sale and Ms. Casey noted some of the twelve machines were not usable.

Ms. Casey reported the Islip Fire Company, which was a not-for-profit organization, had contacted their Office requesting the opportunity to purchase some of the voting systems because in their own counties, the machines were disposed of and not made available to them. William Montfort, Commissioner of BOE, stated the Islip Fire Department would purchase the machines for approximately \$200 a piece. He pointed out that at one time other counties were selling their machines for scrap at \$50 a piece. Mr. Montfort added that because it was a not-for-profit organization that was interested in purchasing the machines, they could be sold for less than their value; however, he said, the machines were actually being purchased for more than their value. He noted that Mr. Auffredou had advised the revenue received did not have to go to the City of Glens Falls and could be appropriated in the County budget.

Mr. Auffredou expounded that after speaking with counsel from the State Board of Elections, the operative language was that the machines were in the care, custody and control of the County; therefore, the County could dispose of them however they determined in accordance with its' policies. Within the Purchasing Policy, he continued, there was a provision regarding the disposal of surplus property and Mr. Auffredou recommended a resolution stating the machines were surplus be prepared. He further noted that it was his understanding that the Islip Fire Company would pick up the machines and Mr. Montfort replied that was correct.

Motion was made by Mr. Mason and seconded by Mrs. Frasier to approve the request as presented.

Mr. Loeb expressed concern that the wrong machines would be sold because they were all stored in the same location and Mr. Montfort countered that each machine was assigned a number. Ms. Casey explained the County never took physical custody of the machines and every town had care, custody and control of their own machines. The location where the City stored their machines, she continued, had a leaking roof so they moved their machines to the Town of Queensbury's holding location. She stated the only machines remaining in that location were the City's machines. Mr. Loeb apprised he had been under the impression that the machines were all stored together and thanked Ms. Casey for the clarification.

Mr. Taylor called the question and the motion was carried unanimously to authorize the twelve lever voting machines be declared surplus and sold to the Islip Fire Company as outlined above. The necessary resolution was authorized for the May 17, 2013 Board meeting, and a copy of the resolution request form is on file with the minutes.

Continuing the Agenda review, Ms. Casey reported the Annual Election Commissioner's Association Summer Conference would be held on June 18-21, 2013 in Lake Placid, New York and she requested authorization for the two Commissioners and two Deputy Commissioners to attend. She outlined the topics that would be covered during the Conference. In response to an inquiry, Ms. Casey advised the Conference fee was not included in the cost of the rooms and meals.

Motion was made by Mr. Loeb and seconded by Mrs. Frasier to approve the request as presented.

Mr. Loeb pointed out the cost seemed pricey for each room at \$455 and Ms. Casey replied the funds were available in their budget and this was the only conference they attended throughout the year.

JoAnn McKinstry, Assistant to the County Attorney, asked if they had checked prices at other hotels in the area and Ms. Casey responded they had tried but had not received a reply because only a certain number of rooms were held at the GSA (General Services Administration) rate and the hotels in the area needed to determine if they had any of those rooms available. Mrs. McKinstry apprised she had determined the maximum GSA rate for the rooms and meals would be \$381 and the County Travel Policy stated all travel must be limited to the GSA rate; however, she said, the Committee could authorize the GSA to be exceeded.

Mr. Loeb amended his motion to provide approval to allow for the GSA rate to be exceeded and Mrs. Frasier amended her second to the motion. Mr. Taylor called the question and the motion was carried unanimously to authorize the two Commissioners and two Deputy Commissioners to attend the Annual Election Commissioner's Association Summer Conference as outlined above, and to approve the request to exceed the GSA rate. The necessary resolution was authorized for the May 17, 2013 Board meeting and a copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.

Ms. Casey informed during the budget process they had allocated \$3,500 in their contract code for the anticipated upgrade of the Election Management System; however, she said, the necessary upgrade was performed in-house. She remarked they may return to the Committee for another transfer in the future.

Mr. Loeb asked what the schedule was for 2013 political offices and Ms. Casey responded they did not have a political calendar for 2013 yet, noting that the State Board was currently waiting for the Legislature to sign off on it due to concerns with New York City.

Privilege of the floor was extended to Amy Clute, Self-Insurance Administrator, who distributed copies of the Agenda to the Committee members, a copy of which is on file with the minutes.

Commencing the Action Agenda review, Ms. Clute presented a request to approve the Warren County Smoking and Tobacco Use Policy. She noted the new policy was included in the Agenda packet, a copy of which is on file with the minutes. She summarized the new policy prohibited smoking within fifty feet of County buildings. She added the policy stated that the Buildings and Grounds staff would create and post the appropriate signage. Mr. Vanselow asked if the exemptions listed for Countryside Adult Home and Westmount Health Facility applied to the residents and Ms. Clute replied affirmatively. She further stated that those facilities had their own policies.

Motion was made by Mr. Strainer, seconded by Mr. Loeb and carried unanimously to approve the Warren County Smoking and Tobacco Use Policy as outlined above, and the necessary resolution was authorized for the May 17, 2013 Board meeting. A copy of the resolution request form is on file with the minutes.

The next item, Ms. Clute advised, was a request to approve the Plan and Program on Workplace Harassment which was included in the Agenda, a copy of which is on file with the minutes. She added the attached Plan and Program defined several types of harassment and bullying and included a process for reporting, as well as investigating complaints.

Motion was made by Mr. Loeb, seconded by Mr. Mason and carried unanimously to approve the Plan and Program on Workplace Harassment as outlined above, and the necessary resolution was authorized for the May 17, 2013 Board meeting. A copy of the resolution request form is on file with the minutes.

With regard to the Pending Items, Ms. Clute reported the revisions to the Travel Policy and County Vehicle Use Regulations approved at the March 22, 2013 Committee meeting had been delayed at the recommendation of the County Attorney's Office due to concerns raised by the

Department of Public Works. She advised she was further revising the Policy and would return to the Committee to present the additional changes in the near future.

Ms. Clute informed Pending Item 2 concerned the RFP (Request for Proposal) for Property and Casualty Insurance Broker Services, responses to which were due to the Purchasing Department on May 2, 2013.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Mason and seconded by Mr. Vanselow, Mr. Taylor adjourned the meeting at 11:00 a.m.

Respectfully Submitted,

Nicole Livingston, Second Deputy Clerk